

Windows

Keyboard Shortcuts

SHORTCUT KEYS FOR THE DESKTOP

(will not work in other applications)

Rename a file **F2**

Find a file **F3**

Delete a file or shortcut **Del**

Delete a file or shortcut and don't
place in Recycle Bin **Shift-Del**

Bypass StartUp programs during boot **Ctrl**

WORKING WITH APPLICATIONS

Exit an application **Alt-F4**

Close a crashed application/exit Windows **Ctrl-Alt-Del**

Help **F1**

Switch between currently running applications **Alt-Tab**
(press until required application is selected)

Maximise the current application **Alt-Spacebar then X**

Minimise the current application **Alt-Spacebar then N**

EDITING TEXT

Delete current word **Ctrl-Del***

Delete to beginning of current word
Ctrl-Backspace*

Delete current line **Alt-Backspace***

Undo last edit **Ctrl-Z***

Redo last edit **Ctrl-Y***

WORKING WITH DIALOG BOXES

Move forward to next item **Tab**

Move back to previous item **Shift-Tab**

Move to previous dialog tab **Ctrl-Shift-Tab**

Move to next dialog tab **Ctrl-Tab**

Select a dialog button **Enter**

Select a radio button

or checkbox **Spacebar**

Cancel dialog box **Esc**

Drop down list of file locations **F4***

Most of the above commands also work to
move between and select browser links.

WORKING WITH WINDOWS

Display the Start Menu **Ctrl-Esc**

Access the Taskbar/Quicklaunch bar **Ctrl-Esc then Esc then Tab**

Access a selected Taskbar application **Enter**

Minimise all windows **Ctrl-Esc then Esc then Alt-M**

Right click/properties **Shift-F10 (or right Windows key)**

WINDOWS KEY SPECIALS

Start menu **Windows key**

Windows help **Windows key-F1**

System properties **Windows key-Break**

Cycle through taskbar buttons **Windows key-Tab**

Windows Explorer **Windows key-E**

Find dialog **Windows key-F**

Run dialog **Windows key-R**

Minimise all windows **Windows key-M**

Undo minimise all **Shift-Windows key-M**

BROWSER SHORTCUTS

(supported in both Navigator and Internet Explorer)

Reload current page **Ctrl-R**

Go back a page **Ctrl-Left arrow**

Go forward a page **Ctrl-Right arrow**

THE CLIPBOARD

Select all **Ctrl-A***

Copy **Ctrl-C**

Cut **Ctrl-X**

Paste **Ctrl-V**

COMMON DOCUMENT OPERATIONS

Save the current file **Ctrl-S***

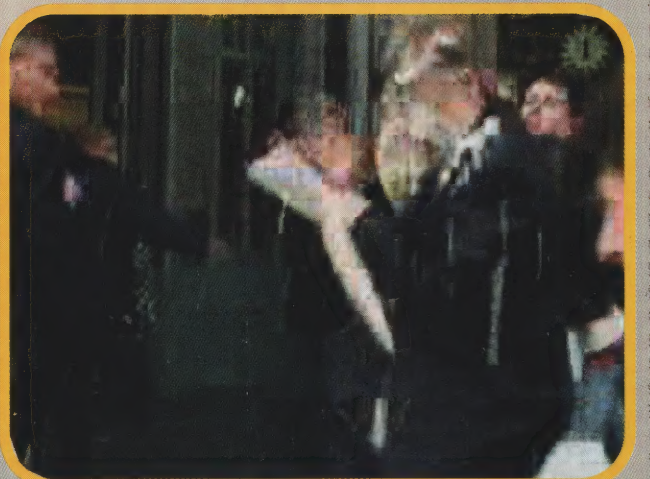
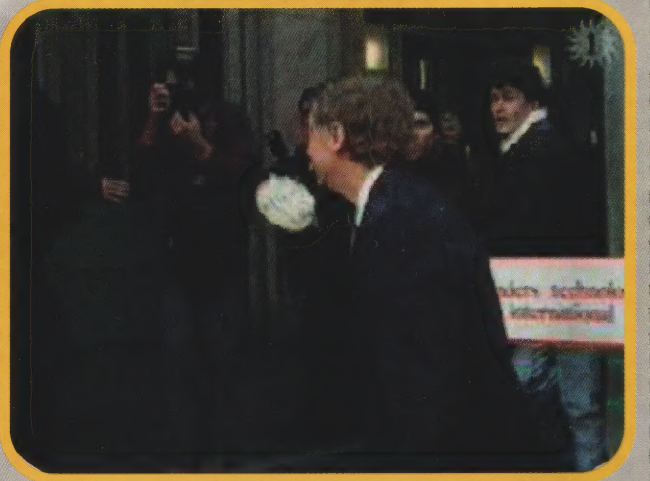
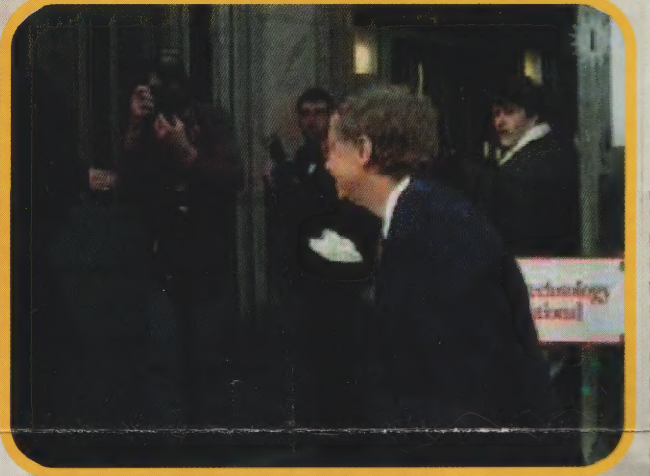
Open an existing file **Ctrl-O***

Create a new file **Ctrl-N**

*Options marked with an asterisk may not work
in all programs, but are always worth trying.

Australian
**Personal
Computer**

Mr American Pie



Australian
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Bill Gates: Brussels, February 4, 1998